



Permit # No. \_\_\_\_\_

Date Received: \_\_\_\_\_

League or Tournament Name: \_\_\_\_\_

For official use only by City Employee

**ATHLETIC FIELD PERMIT APPLICATION**

1. Attach copies of your leagues guidelines and by-laws. \_\_\_\_\_
2. -Attach copies of your financial statement \_\_\_\_\_
3. -Attach copies of your schedules \_\_\_\_\_
4. -Attach copies of your Insurance \_\_\_\_\_
5. -Attach copies of your Rosters \_\_\_\_\_
6. -Answer all sections of this application completely; incomplete applications will be returned. \_\_\_\_\_
7. -Return completed applications to the permit office at 4321 Delta Drive \_\_\_\_\_
8. -Within 15 days of receipt of permit, a full schedule of games must be submitted to the sports office. \_\_\_\_\_ Date Received \_\_\_\_\_
9. Payment Received:  
  
Date: \_\_\_\_\_ Receipt \_\_\_\_\_ Amount \_\_\_\_\_  
  
Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Amount \_\_\_\_\_  
  
Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Amount \_\_\_\_\_  
  
Total for Season: \_\_\_\_\_  
  
Final Count of Players Paid for Season \_\_\_\_\_  
  
Number of Fields Eligible \_\_\_\_\_

**Application Form:**

<b>Section I Applicant</b>	<p>Name of Applicant: _____</p> <p>Organization (if any): _____</p> <p>Mailing Address: _____</p> <p>Phone: Day time: (____) _____ - _____ Night time: (____) _____ - _____</p> <p>E-mail Address: _____</p>
<b>Section II Permit Information</b>	<p>Is Application for (check one): Game___ League___ Tournament___ School___</p> <p>If for School (check): Elem___ JHS___ HS___ College___ Public___ Private___</p> <p>Sport: Softball___ Baseball___ Football___ Soccer___ Frisbee___ Cricket___</p> <p>Other: _____</p> <p>Courts(s)/Field(s) desired: (If requesting permits for multiple courts or fields, please note)</p> <p><b><u>First Choice:</u></b> Park _____ # of Fields _____ Age Group _____</p> <p>Day of the week: Su M Tu W Th F Sa Start date: ____/____/____ End date: ____/____/____;</p> <p>Start time: _____ End time _____</p> <p><b><u>Second Choice:</u></b> Park _____ # of Fields _____ Age Group _____</p> <p>Day of the week: Su M Tu W Th F Sa</p> <p>Start date: ____/____/____ End date: ____/____/____; Start time: _____ End time _____</p> <p><b><u>Third Choice:</u></b> Park _____ # of Fields _____ Age Group _____</p> <p>Day of the week: Su M Tu W Th F Sa Start date: ____/____/____ End date: ____/____/____;</p> <p>Start time: _____ End time _____</p> <p>Second Choice: Park _____ # of Fields _____ Age Group _____</p> <p>Day of the week: Su M Tu W Th F Sa</p> <p>Start date: ____/____/____ End date: ____/____/____; Start time: _____ End time _____</p>

<p><b>Section III</b> <b>League/Team</b></p>	<p>Name of League/Team:_____</p> <p>Gender of players (check one): Male___ Female ___ Co-ed___</p> <p>Age (check one): Are any players over 18? Yes___ No___</p> <p>How long has the league received permits?_____ years.</p> <p>What type of league (check one): Association ___ Corporation___ Independent ___ Municipal ___ Other</p> <p>(describe)_____</p>
<p><b>Section IV Contact</b> <b>Information</b></p>	<p>Alternate Contact:_____</p> <p>Home Address:_____ email _____</p> <p>Phone: Day time: (_____)_____ Night time: (_____)_____</p>
<p><b>Section V</b> <b>Background</b> <b>Information</b></p>	<p>Does each team pay membership to league? Yes ___(amount \$_____) No___</p> <p>Number of players per team:_____ Number of teams_____ Number of referees per game:_____</p> <p>Are the referees compensated? Yes___ No___ By whom?_____</p> <p>Do the volunteers in this league process through the City of El Paso Sports Section's background screening ? Yes___ No _____</p> <p>If No, then name the company that is providing this service. _____</p> <p>Dates of Parent Classes Scheduled for League: _____</p> <p>Does the league provide any other services? Yes___ No___ If yes, please list:_____</p> <p>Number of spectators anticipated?_____</p> <p>Will the spectators be charged? Yes___ No___ If yes, how much? _____</p> <p>Will the event be advertised? Yes___ No___</p> <p>Does your organization have personal liability insurance? Yes___ No___ If yes, please provide proof that City of El Paso is additional insured.</p>



## **Athletic Field Allocation Guidelines and Procedures**

### **Section 1 Purpose**

In the City of El Paso, there is a greater demand for playing fields and playing time than there are available resources. In order to ensure the maximum accessibility to all El Paso residents involved in organized sporting activities, the City of El Paso finds it necessary to implement a field reservation policy.

### **Section 2 Field Allocation Guidelines**

Each use of a sports field or dedicated space for organized sports activity is issued a facility use permit by the Sports Administration Office. The following guidelines are used to determine priority use in order to achieve fair and equitable use of limited field space FOR LEAGUE GAMES ONLY.

1. City Run leagues have priority on all athletic fields at all times.
2. Existing independent leagues in good standing, which have submitted all required documents and paid all required fees.
3. Park Partners who have leagues (Note: Park Partners must still abide by all requirements under the Park Partner Agreement.)
4. All other requests are handled on a first come first serve basis as space is available.

### **Section 3 Field Use Guidelines**

All teams, individuals, leagues and users of sports fields must be in compliance with State law and all applicable City ordinances. The City of El Paso Parks and Recreation Department also has a Code of Conduct that is in effect with all facility use permits issued for athletic field use.

An Athletic Field Application for games only must be received two weeks prior to the beginning of the season. Forms are available from Sports Administration Office and must be filled out prior to each season of play. Forms are also available for download on the City's website: <http://www.elpasotexas.gov/parks/sports.asp>

Upon receipt of the Athletic Field Application, the Sports Manager or designee will calculate the permit fees based on the submitted number of players. A different formula will also calculate the number of fields that the league is eligible based on sport and age divisions.

The player fee is due in full prior to the league start date. Schedules, rosters, and *financial statement* are due to the Sports Administration Office prior to the league start date. Failure to follow this procedure will result in cancellation of the field usage permit.

Leagues may receive a permit for only one season at a time. A season can last no longer than four months.

All Youth Leagues playing on city fields must attend the City of El Paso's Parent Education Program annually. There is a minimal cost for this program.

#### **Section 4 Practice**

Practice field permits for all Sports will be distributed on a first come first serve basis. Soccer and Football Fields will be issued by one half of a field per team, or two teams per field. Baseball and Softball will be issued by one field per team. Beginning at 11:00am Monday through Friday and at 9:00am Saturday and Sunday, all available fields may be reserved for a maximum of 1½ hours. Applicable fees must be paid prior to the use in order to secure the permit. One designated person may pick up permits for their own teams and can obtain up to two permits per visit. No phone call reservations will be accepted.

#### **Section 5 User Responsibility**

It is the responsibility of the permitted league that is playing games on the field to:

- turn off the lights after the completion of their league games \_\_\_\_\_ initial
- pick up and remove all trash after each game \_\_\_\_\_ initial
- report any unsafe conditions or incidents where police or fire are called to Sports Manager \_\_\_\_\_ initial
- verify that ALL parents have attended the Parent Training class for youth leagues \_\_\_\_\_ initial
- obtain liability insurance in the amount of \$1,000,000.00 and name City of El Paso as additional insured \_\_\_\_\_ initial
- have each coach obtain a coaches card and obtain a background check \_\_\_\_\_ initial
- \*obtain a City of El Paso ID card for youth players or have their own(18 and under)\_\_\_\_\_ initial
- ensure that all coaches in the league are volunteer and not paid \_\_\_\_\_ initial
- \*provide a detailed budget or breakdown for each season \_\_\_\_\_ initial
- provide adequate restroom or portable restroom facilities for participants. Must use designated vendors. \_\_\_\_\_ initial
- use approved chalk or paint for marking of fields. \_\_\_\_\_ initial
- All leagues are required to have obtained and maintain in good standing, non-profit status, and must provide proof from the IRS or State or National governing body. \_\_\_\_\_ initial

\*All youth participants playing on a City field must be issued a City ID Card or produce their own ID cards prior to playing. The City ID Card can be purchased at the Acosta Sports Center on Monday thru Thursday from 4p-8p and Saturday from 8am-4pm. Participant must have his/her original birth certificate, parents must have attended Parent Training in the past year, and participant must be prepared to take a picture. There is a minimal cost for the ID card.

\*All youth leagues playing games on City fields must provide the City with a league organization form that includes a detailed budget or financial statement which also includes the fees charged to each participant.

## **Section 6 Prohibitions**

No league shall operate or hire a concessionaire without written permission from the Sports Manager or designee and according to Concession Policy.

It is prohibited to have any vehicles parked on grass areas. Equipment must be carried to and from the field.

Current newly formed leagues will not be issued field usage permits due to lack of sufficient fields for existing programs.

Leagues are prohibited from hanging banners on any fencing at City of El Paso Parks without written permission from the Sports Manager or designee and according to Banner Program.

## **Section 7 Maintenance Closures**

Athletic fields will be closed for maintenance as follows:

Baseball/Softball - on an as needed basis/rotating at least two months of the year

Soccer/Football - December and January, July and August

All athletic fields-as needed for major repairs

On occasion, fields will be shut down for major repairs. In most instances, the leagues are relocated to other fields on a temporary basis.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the Rules & Regulations of the City of El Paso Parks and Recreation. I understand that failure to do so may lead to the cancellation of the permit, the denial of future permit applications, or other legal action by Parks and Recreation.

**Agreed:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Witness:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
City employee